



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX  
201 6TH AVENUE, SUITE 156  
FORT KNOX, KENTUCKY 40121-5721

REPLY TO  
ATTENTION OF:

PECP-SWR-F (690-500)

13 February 2006

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT:** Thunderbolt Policy Memo No. 41-10 – Position Management Review  
Committee (PMRC)

**1. References:**

- a. Memorandum, HQDA, SAMR-CPP, 17 Nov 97, subject: Delegation of Position Classification Authority.
- b. Memorandum, TRADOC, ATBO-C, 5 Nov 01, subject: Civilian High-Grade Control Program.
- c. Memorandum, HQDA, OASA (M&RA), 8 Feb 02, subject: Reduction in the Number of Civilian Position Descriptions.
- d. Memorandum, TRADOC, ATBO-C, 26 Nov 02, subject: Delegation of Position Classification Authority.

2. Effective management of civilian positions is a very important part of every supervisor's job. Used wisely, sound position management practices will achieve the right balance of economy and efficiency. The objective is to ensure successful mission accomplishment, without redundancy or unnecessary costs, while providing a level of compensation that is adequate and appropriate for the skills being performed. Effective position structures should also be focused on tasks and missions rather than personal characteristics and should provide opportunities for career progression and advancement.

3. Over the past several years, a Position Management Review Committee (PMRC) has existed to provide assistance and oversight of this program. The Commanding General, USAARMC, decided to retain this committee, because he believes it is an essential component of ensuring consistency and objectivity throughout the program. However, he is making some changes in the policies, composition, and guiding principles under which the committee will operate.

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a. PMRC members are defined as:

- Chief of Staff, chairperson
- Post Command Sergeant Major
- DAS
- CDR, 1<sup>st</sup> ATB
- CDR, 16th Cavalry Regiment
- Comdt, NCOA
- Dep Dir, UAMBL
- Dir, TDCCD
- SJA

Advisory members:

- G4/DRLM
- CPAC
- Union
- EEO

b. PMRC meetings will be scheduled every 2 months, generally during the last week of the month, for 2 hours.

c. I will determine methods of operation and the decision-making.

d. The PMRC will review and make decisions on all requests for upgrades of civilian positions. The same concepts and base assumptions that exist today will continue to be used. There is a start point assumption that the grade and classification were accurate at the time the position was established. Requests for upgrade must therefore explain how the mission, duties, or structure have changed and increased the difficulty or scope of work to the extent that an upgrade appears to be warranted. Situations where employees are questioning the accuracy of the classification, when there has been no significant change in the type or scope of operation, should be referred through the Department of Defense classification appeal process for outside review and analysis.

e. The PMRC will also review and make decisions on all requests to establish new civilian positions. The PMRC's role in the approval process will be to validate the need. In cases where the position request represents an unfunded requirement, the request will be forwarded to the

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Program Budget Advisory Committee (PBAC) for funding approval or prioritization. Both steps are required in the approval process: PMRC to validate the need and PBAC to obtain funds or prioritize.

f. Requests for recruitment of routine backfill actions for permanent vacancies do not need to be submitted to the PMRC for approval. A routine backfill action does not include an action where there is a classification discrepancy between the manager and the Civilian Personnel Operations Center (CPOC), and the manager with delegated classification authority (DCA) utilizes that authority to override the classification recommended by the CPOC. These actions must be brought to my attention. If the request is to fill the position at the same grade level as the last incumbent, the manager utilizing DCA must notify my office to set up a quick review board outside the PMRC process before approving to fill.

4. This is a very difficult program and one that demands your personal attention and involvement. The delegations of authority in references 1a and 1d clearly places responsibility on the chain of command for adherence to the rules of the position classification system. The guidance in reference 1b eliminates TRADOC control on high-grade allocations but charges us with exercising prudent management of the program. Finally, reference 1c mandates a 92 percent reduction in the number of job descriptions that exist throughout the Army. This will cause fewer and more generic job descriptions, which will decrease the amount of time needed to write duty statements but will likely increase the difficulty of making grade level distinctions. All of these policies move us toward a more streamlined system, which is good. However, they do so within a retained framework of very complex statutory and regulatory requirements that are being managed by a significantly reduced level of supervisory and human resource positions. This presents significant challenges for all of us. To succeed, I need your full support, assistance, and active participation in the processes described herein.

FOR THE COMMANDER:



RUSSELL D. GOLD

COL, GS

Chief of Staff

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